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LIBRARY BOOK COUNT - JUNE 1973

Paperback fiction, uncatalogued	105	105
Hardback fiction, catalogued	240	240
Non-fiction (stacks)		
Catalogued	3,142	
Uncatalogued (donated)	14	
Photographic section	15	3,171
Reference Collection		
Catalogued	490	
Uncatalogued		
Area books (donated)	40	
Diplomatic List	37	
Foreign Service List	36	
National Geographic	356	
Telephone Books	15	
Other	187	1,161
Professional Reference	323	323
Secretarial Reference	20	20
Periodicals	49	49
Newspapers		
Domestic	8	
Foreign	6	14
Books Missing From Shelves		
1973	25	
1972/1971	44	69
Language Lab		
Textbooks	71	
Dictionaries	31	
Other	32	134
Cassettes	1,268	1,268

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20 November 1973

STATINTL To : [redacted]
1001 C of C Bldg.

STATINTL From : [redacted]
936 C of C Bldg.

STATINTL On 19 November [redacted] called and asked me to forward to you the following information regarding the Library at this Station:

1. Number and Titles of Periodicals.
2. Number of books in the various LC categories.
3. Number of Language Tapes.
4. System of discarding books and the number discarded.

The answers to above are herewith attached. If you require any other information regarding the Library we will be glad to help.
Mary said that you also wanted to know who had overall charge of the Library, and that gentleman would be [redacted] STATINTL
STATINTL [redacted] however, approves/disapproves book orders.

[redacted] STATINTL

Attachments: asa

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MAGAZINE INVENTORY - July 1973 - Total: 49

Africa Report
Applied Training
Atlantic
The China Quarterly
Commentary
Dept. of State Bulletin
East Europe
Economist
Encounter
Far Eastern Economic Review
New Republic
Foreign Policy
Foreign Service Journal
Geographic Magazine
Harpers
History-Journal of the Historical Association
International Affairs
Jeune Afrique (French)
Journal of Asian Studies
Manchete (Portuguese)
Paris Match (French)
Middle East Journal
Mundo Hispanico (Spanish)
Nation
National Geographic
National Review
New Leader
New Republic
New Statesman
Newsweek
New Yorker
Ogoniek (Russian)
Peking Review
Political Science Quarterly
Saturday Review
Scientific American
Siempre (Spanish)
South African Panorama
Soviet Life
Der Spiegel (German
Stern (German)
Swiss Review of World Affairs
Time
U.S. News and World Report
Vision (Spanish)
The World Today
William and Mary Quarterly
Times Literary Supplement
New York Review of Books

PERIODICALS: ---------- 49

English Language - - 40
Foreign Language - - 9

French, Portuguese, Spanish, Russian, German

ATTACHMENT 1.

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NEWSPAPER INVENTORY

Daily Press - Daily
New York Times - Daily
Richmond Times-Dispatch - Daily
Washington Post - Daily
Wall Street Journal - Daily (except Sat. & Sun.)
Washington Star News - Daily
Virginia Gazette - Weekly
International Herald Tribune - Daily
Japan Times - Daily
National Observer - weekly
Le Monde - Daily
L'Expresso - weekly
PRAVDA (Russian) - Daily
IZVESTIA (Russian) - Daily

June 1973 Inventory:

NEWSPAPERS ------ 14

Domestic - 8

Foreign - 6

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STATINTL [redacted] LIBRARY BOOKS

20 Nov 73

REFERENCE:

AE - 59
AG - 3
AI - 11
AS - 6
AY - 5

BJ - 7
BL - 2
BS - 1

CK - 1
CR - 1
CT - 49

D - 9
DA - 1
DB - 1
DK - 6
DP - 1
DR - 1
DS - 21
DT - 5
DU - 1

E - 19

F - 9

G - 12
GB - 1
GN - 2
GV - 1

H - 9
HA - 7
HC - 1
HD - 2
HF - 2
HS - 1

JA - 10
JF - 3
JK - 9
JN - 11
JX - 6

K - 2

L - 3
LA - 2
LB - 3
LC - 1

PE - 17
PN - 4
PR - 1

Q - 6
QA - 1
QB - 1
QC - 1
QH - 1
QK - 3

R - 2
RS - 1

SF - 1

T - 2
TF - 4
TK - 2
TL - 16
TR - 1
TS - 2
TX - 1

U - 12
UA - 1
UG - 6

V - 6
VA - 10
VG - 2
VM - 1

Z - 56

REGULAR SHELVES:

AC - 1
AS - 1

B - 1
BF - 22
BJ - 1
BL - 3
BP - 4
BR - 2
BV - 1

CB - 18
CT - 6

D - 89
DA - 15
DB - 19
DC - 12
DD - 33
DF - 7
DG - 6
DH - 1
DJ - 1
DK -117
DL - 5
DP - 11
DQ - 1
DR - 37
DS -448
DT -202
DU - 10

E -171

F -147

G - 18
GC - 2
GN - 17
GV - 19
H - 1
HA - 7
HB - 13
HC - 67
HD - 52
HE - 2
HF - 32
HG - 8
HJ - 4

HM - 35
HN - 32
HQ - 2
HS - 1
HT - 3
HV - 68
HX - 12

JA - 6
JC - 41
JF - 11
JK - 19
JL - 7
JN - 16
JQ - 20
JS - 1
JV - 1
JX - 57

K - 16

LB - 23
LC - 2
LF - 1

P - 4
PE - 16
PG - 3
PL - 1
PN - 22
PQ - 2
PR - 1

Q - 2
QA - 3
QC - 4
QD - 2
QH - 7
QK - 21
QL - 11

R - 1
RA - 1
RC - 1
RD - 1
RZ - 1

S - 1
SB - 1
SF - 1
SK - 4

TD - 1
TJ - 1
TK - 9
TL - 12
TR - 2
TS - 1
TX - 1

U - 15
UA - 59
UB - 6
UF - 2
UG - 7

VA - 2
VM - 1

X -218

Y - 568

Z - 11

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ATTACHMENT 2.

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ADMINISTRATIVE - INTERNAL USE ONLY

LANGUAGE TAPES

Language Lab Books----------134
- Textbooks------71
- Dictionaries---31
- Other----------32

Language Cassettes----------1,268
- Arabic, Chinese, French, German, Greek, Japanese, Korean, Lao, Portuguese, Russian, Spanish, Thai, Vietnamese.

VOA Cassettes----------40
- Russian, Spanish, Thai, Vietnamese

Cassettes awaiting new cabinet-------90
- French---------30
- German---------10
- Greek----------20
- Spanish--------30

ATTACHMENT 3.

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ADMINISTRATIVE - INTERNAL USE ONLY

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RETIREMENT OF BOOKS

Our system for retiring books is based upon requirements and needs of training personnel. Updated books are automatically retired, as well as missing books. These books are returned to Hqs. Library to be decatalogued and from there are sent on to the Library of Congress.

The following is a run-down on the retirement of books since 1971:

29 June 1971 - Retired 69 books left by previous Librarian to be retired.

27 July 1971 - Retired 75 books. [Books missing since 1968 inventory.]

6 October 1971 - Retired 37 books.

7 December 1971 - Retired 249 books.

28 January 1972 - Retired 226 books. [redacted] then head of the Library, saw a need for a complete survey of the books on hand and the kind of books that would be helpful to training personnel at this Station. [redacted] direction, weeded out the 226 books. [redacted] then began to rebuild the Library with useful books more in line with present day interests in world affairs and areas.]

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19 October 1972 - Retired 24 books. [Updated books and some no longer considered useful.]

26 October 1973 - Retired 24 books. [13 automatically updated, such as: Hotel & Motel Red Book, Publishers' Trade List Annual (7 Vols.), South American Handbook. 1 old (1960) book no longer useful - A Tourist Guide to Nepal. 10 old books that had been donated and judged not worth keeping.

11/20/73

ATTACHMENT 4.

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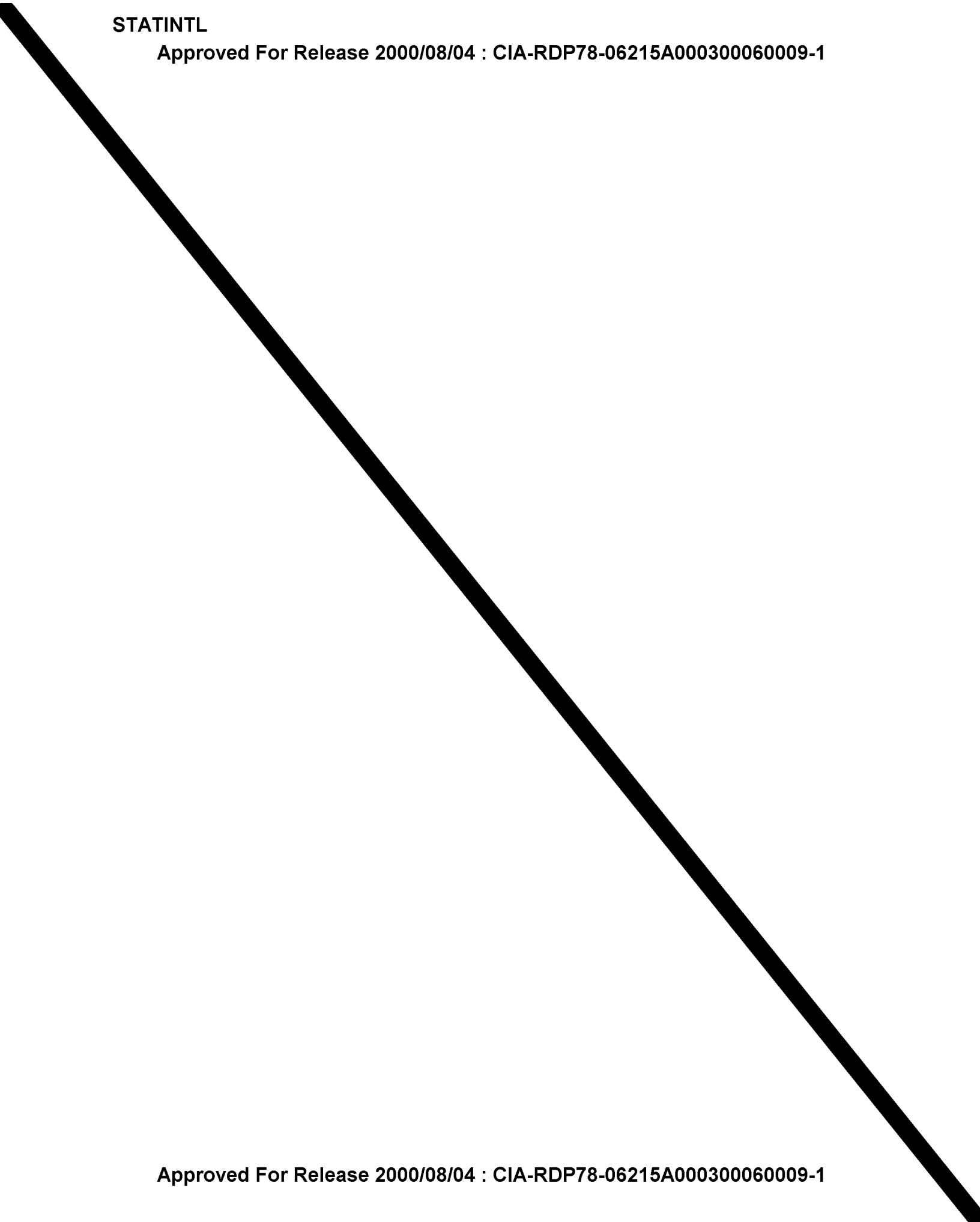

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